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OFFICE OF COMMUNICATIONS HANDBOOK OCHB 5.30.1

OFFICE OF COMMUNICATIONS

PROCEDURES FOR WRITING THE OC HISTORY

GROUP I
Excluded from Automatic
Downgranding and
Declassification

Date: 14 March 1969

Distribution: All Manual Holders plus Special

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HEADQUARTERS CHANGE SHEET LOG

CHANGE NUMBER	INITIALS	DATE	CHANGE NUMBER	INITIALS	DATE	CHANGE NUMBER	INITIALS	DATE

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GROUP 1
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FOREWORD

A. REFERENCES

1. Handbook for the Writing of DDI, DDS&T, and DDS Histories, dated 3 January 1967.

2. Handbook for the Writing of CS History, [redacted] dated 27 October 1966.

3. OC Order 70.3.1, Archiving, dated 3 June 1965.

B. SCOPE

This Handbook has been prepared to establish procedures and serve as a guide for the writing of the Office of Communications History. This Handbook is issued in a Headquarters version only.

[redacted]
Director of Communications

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CHAPTER I

GENERAL

A. PURPOSE

The need for a systematic record of the activities and operations of the Office of Communications has been recognized; it is necessary for the orderly progression of future planning. The historical program in the OC is essential to place in true perspective the records of OC organizations, operations, activities, procedures, successes, and failures; the concepts leading to the formation of the various OC components, policy decisions laid down for their guidance, and the authorities and agreements under which they have conducted their activities. Such a systematic record of the past, stressing "lessons learned," is basic to enlightened planning for the future.

B. APPLICABILITY

The historical papers will provide a documented record of previous programs, activities, and experiences (together with conclusions) as background for those engaged in operational, organizational, and policy planning. They will serve as a helpful summary for the orientation of new office, division, or staff chiefs, and other key officers; also, as a source of background material as required by Agency management.

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CHAPTER II

ORGANIZATION & PROCEDURES

C. ORGANIZATION

1. Historical Boards have been established by the three Directorates to set the terms of reference for the several historical programs, determine what histories are to be written, establish priorities, and provide continuing guidance, and review in the preparation of histories. The Director of Communications will appoint an OC Historical Officer who will be a member of the DDS Historical Board. The OC Historical Officer will be responsible for coordinating the historical program within OC, and will be the point of contact for the DDS Historical Board.

2. The cooperation of all senior staff and operating personnel in the OC historical programs should be encouraged. Although, perhaps not participating directly, they should give all possible assistance to the OC historical effort.

D. PROCEDURES

The OC History is written in Chapters and a Reference Bibliography is included as a part of each Chapter. The references are numbered in chronological order to coincide with the Reference Bibliography in each Chapter. One copy of each reference is archived.

1. Recalling Material from the Records Center

The procedure for recalling documents for historical research and the Referenced Bibliography items for reproduction are as follows:

a. The OC Historian will request OC-A/RMB to recall documents for historical research. This request will indicate the Job number, Box number, and Folder number in which the document(s) is/are filed. OC-A/RMB will then initiate the paperwork necessary to recall the requested document(s) from the Records Center. The OC Historian will be

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notified when the requested document(s) is/are received in OC-A/RMB. Please note: documents may be recalled from the Records Center on either a Loan or a Permanent basis. Items that have a retention period of PERMANENT can only be recalled for a period of 30 days. If the document is needed for a period to exceed 30 days, an extension can be requested of the Records Center. (See OC Order 70.3.1, E. 2., for recalling material from the Records Center.) One copy of each reference listed in the Reference Bibliography will be furnished to OC-A/RMB and these along with a copy of each Chapter of the History will be archived by OC-A/RMB. All items referenced and the outside of the file folder, will be marked with the following stamp:

THIS DOCUMENT IS A
SOURCE REFERENCE IN
OC HISTORICAL PAPER
CHAPTER _____

__DO NOT DESTROY__

2. Review of Historical Papers

The Historical Officer will submit each Historical Chapter in draft form to the D/CO, or his appointed designee, for final review and approval.

3. Copy Requirements and Dissemination

a. An original and three (3) carbon copies of completed Chapters of OC History are required.

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THRU THE CHAIRMAN/SUPPORT BOARD HISTORICAL SERVICES

(1) The original and one (1) copy are forwarded to the DDS/Historical Staff, 212 Key Building, for binding and recording. After the Chapters have been bound and recorded, the DDS/Historical Staff returns one (1) copy to the D/CO and the other copy is forwarded to the Deputy Director for Support.

DCI H-ST.

DCI

(2) Two (2) unbound copies are sent to OC-A/RMB. One copy including the referenced correspondence is forwarded to the Records Center to be archived and the other copy is maintained in OC-A/RMB as a "reading copy" for OC personnel

(3) Any further dissemination will be determined by the Office of Communications.

4. Classification

The Office of Communications will determine the classification of its own historical papers and any distribution restrictions (due to sensitivity of contents). When possible, classification should be no higher than secret.

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CHAPTER III

CONTENT & TREATMENT

E. CONTENT

1. Some of the topics that should be included in a historical paper are:

a. Mission: How was the initial mission or function of the Office of Communications determined? What changes have there been over the years? Were these changes due to experiences, policy guidance, changing world conditions and/or the addition of new functions? Under what authorities and agreements was the initial mission assigned and what authorities and agreements controlled later change and redirection of effort?

b. Organization: Original organization. Changes in organizational structure: due to experience, increased requirements, change in scope of mission, or budgetary, manpower, or space limitations.

c. Relationships: With other Agency components, governmental departments and agencies, and foreign governments, etc.

d. Problems & Methods: Over the years, what problems have arisen and what methods have been used to resolve them? How was administration and management improved, or what net methods were adopted to cope with broadening activities and increasing workloads?

2. Some of the elementary musts for any paper are the following (to be included on the cover, in the foreword, or in the body of the paper, as appropriate):

a. Title Page (include classification, Group I stamp, title, dates covered, date of writing, and name and position of author).

Signature of D/CO as "Approving" Official.

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b. Table of Contents (subheadings within Chapters if it is a long and complex history).

c. Introduction.

d. Body (if more than one operation, activity or major grouping or trend of events, treat in phases, parts or Chapters).

e. Constructive conclusions.

f. Pertinent attachments:

(1) Chronology, if the paper covers an extended period.

(2) List of interviewed personnel and other contributors (where written debriefings or historical reports are referred to in the body of the paper, they should be in the Reference Bibliography).

(3) Reference Bibliography (each referral to a supporting document must be followed by its number on the Reference List; e.g., 12/).

(4) Index (names of individuals and places, elements of government and organizations, specialized terms and titles -- if warranted beyond the items in the Table of Contents).

F. TREATMENT

1. A history should state not only what was done, but how and why it was done. Normally, the various facets of subject matter should be woven into a chronological narrative.

2. Using evidence in context, honest conclusions can be drawn regarding the extent of sucess and failure, and the reasons therefor. But the factual narrative should not be interlarded with editorializing, and personal opinion should not be substituted for objective exposition.

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3. Every writer has to use his own style, but unity in writing, a singleness of effect, and a well-proportioned product are promoted by outlining in advance and by keeping the presentation chronological. Good judgment is required as to the relative importance of material and corresponding emphases in presentation.

4. The Historical Boards, assisted by the Historical Officers of the various components, will provide guidance in maintaining uniform standards of treatment and quality.

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CHAPTER IV

STYLE AND FORMAT

G. STYLE CONVENTIONS

1. Use third person, even when the writer participated.

2. The first time an organizational abbreviation occurs in a paper, it should be preceded closely by the full title.

3. Dates and Time: Preferred usage is day, month, year (22 December 1934) and 24-hour time (2330 hours), specifying time zone where not evident.

4. Names, titles, and rank: The initial mention of a true proper name should be in full, if known, with rank or title. Only the first letter of the surname should be capitalized.

5. Geographic names: When writing about small, out-of-the-way places, use the approved Government-wide geographic spellings. If exact locations are important, give reference map coordinates or latitude and longitude.

6. Statistics: Tabulate where possible.

7. Ship and aircraft: Names of a ship and an aircraft should preferably be enclosed in quotation marks.

8. Except as otherwise specified, the United States Government Printing Office Style Manual may govern in matters of spelling, grammar, punctuation, abbreviations, etc.

9. Anachronisms: Watch out for errors in chronology such as using places, names, or personal titles which would be correct only at an earlier or later period than the one under discussion.

10. Pseudonyms: The first use of a pseudonym should be in full and in capital letters, i.e., Joseph Q. SMITH; no title is used with a pseudonym. Subsequent references may be by surname only.

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11. Cryptonyms: Cryptonyms should be used to designate sensitive operations, agents, and organizations and should be written in capital letters.

H. FORMAT

1. Physical Form:

a. Papers should be typewritten double spaced (except quoted passages, footnotes, and other material that would be printed in small type) on one side of letter-size paper (8 x 10½") with 1" top and 1½" left margins to allow for fastening.

b. Four (4) copies of the paper will be prepared. See Chapter II, D., 3.

c. Page numbers should be placed at the bottom above the security classification.

d. A distinctive cover designed for completed historical papers will certify that the document so covered is a permanent part of the OC History which may not be destroyed and is indexed in the "Catalog of DDS Histories."

2. Security Classification and Controls:

a. All historical texts will bear the appropriate security classification and will be stamped with the GROUP I stamp on the first page.

b. If a history must contain incidental code-word or sensitive material, this should, when possible, be segregated in a separate text and the reader referred to it by a footnote. This will allow wider use of the general paper and still provide for the authorized custodian of sensitive material to screen requests for it.

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3. Documentation:

Full and accurate referencing is funadmental to historical writing. All questionable points and key information should be documented in source notes or references.

a. Source notes, referenced by number, should normally be listed at the end of the paper.

b. Source notes will usually refer to either an interview or a document. They should specify:

(1) Nature or source (cable, dispatch, memorandum, intelligence report, interview, etc.)

(2) Originator

(3) Addressee

(4) Date

(5) Control number and symbol

(6) Top Secret or registration number

(7) Subject

(8) Present file location

4. Reference Bibliographies:

The Reference Bibliography at the end of each Chapter may include source materials other than those mentioned in the text.

5. Illustrations:

Maps, charts, pictures, etc., may be placed in the text or in appendixes. They should be clearly marked as to source and security classification.

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6. Appendixes:

There is no limit to the variety of appendixes that can be used. Examples include:

a. List of references

b. Chronology

c. Source listing

d. List of interviewees

e. Copies of important documents

f. Photographs, maps, charts, graphs, etc.

g. Sensitive materials for separate storage, if necessary.

I. REFERENCE BIBLIOGRAPHY

The Reference Bibliography is a tool for the ready use of the historical paper, and nothing should be omitted from it which the discriminating reader might wish to locate.

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CHAPTER V

SOURCES

J. GENERAL

The sources of material for histories are limited only by the ingenuity, personal contacts, and persistence of the writer. Most historical officers who have been chosen to write a segment of the history will be knowledgeable of the appropriate sources of information. The following paragraphs are offered simply as a check-list.

1. Personal Sources:

Dates, places, and people that may be hazy in the writer's memory can sometimes be identified through personal documents:

a. Itineraries of travel, receipts, and personnel actions which may be in personal custody in the office.

b. Letters, both received and sent.

c. Diaries and journals.

d. Photographs or slide collections.

e. Maps and charts.

2. Official Documents:

A large number of papers regularly prepared within the Directorates will lend themselves to historical exploitation. These include annual reports to the President's Foreign Intelligence Advisory Board, annual budget submissions, annual office reports, briefing for Congressional hearings, etc.

3. Interviews and Debriefings:

The historian usually begins by getting all he can out of documentary records, as well as fill in

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between them, with carefully chosen questions posed to knowledgeable persons. Such interviews should be recorded and cited like other documents. The historian of recent events can reverse this procedure, getting the story from participants first and then checking and supplementing it with documents, if he has too little first-hand knowledge of the subject to get started, or if the people are more readily available than the papers.

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APPENDIX A

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INSTRUCTIONS REGARDING OUTSIDE INTERVIEWS IN SUPPORT OF HISTORICAL PAPERS

A. Normally it is anticipated that an individual responsible for preparing a historical paper will acquire the necessary information from existing documentation, both current and retired, from interviewing personnel presently on duty, and from the writer's own experiences relating to the subject at hand.

B. There may, however, be gaps in information from these sources which the writer must fill by questioning at length one or more outside individuals who were earlier connected with the Agency in some capacity. Contacts with such persons will be made only when their contribution is essential.

C. Prior to approaching such a person, the writer will take the following steps:

1. He will submit the name of the individual and, if known, his address to the security officer of the component having jurisdiction over the paper being prepared. The security officer will forward this data to the Deputy Director of Security for Personnel Security for examination as to security implications and approval for approaching the indivdual.

2. After receiving clearance for making the contact, the writer, if he does not personally know the individual to be approached, can submit his name and address to the Domestic Contact Service. The Service will make an appropriate introduction and establish the bonafides of the writer. (In many cases, this will not be necessary.)

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REFERENCE TOOLS AVAILABLE IN THE HISTORICAL STAFF

A. The following is a list and brief description of aids being compiled in the Historical Staff by the CS Group that may be helpful to the writer of the Office of Communications History.

1. Knowledgeable Persons Finder:

An alphabetical card index of persons known to have a detailed knowledge of CS operations or functions (on either an area or a functional basis) and their specialty, and a subject index of organizations, functions, and projects listing knowledgeable persons by name.

2. Index to Source Documents:

A cross index of abstract cards of existing documents known to have historical significance. These would include directives, regulatory issuances, functional statements, organization charts, cables, memorandums, dispatches, tabulations, graphs, books, and maps. This material may be written, printed, taped, or photographed. This index is arranged by country, area, unit, and function.

3. Catalog of CS Histories:

A card index, by area and function, of completed historical studies. These papers may be quite broad in their coverage of a division, branch, country, or general function, or may be devoted to a specific operation. This index includes summary notations with controls, location, and availability.

4. Chronology:

A card index of CS organizational events maintained by date and supplemented by charts reflecting approved reorganizations.

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5. Historical Staff Papers: (not purely CS)

Numerous and varied historical studies and histories of parts of the Agency and predecessor organizations.

B. DATES OF DCI'S, DDCI'S, AND DEPUTY DIRECTORS:

1. Directors of Central Intelligence

Rear Admiral Sidney W. Souers, USNR
23 January 1946 - 7 June 1946

Lieutenant General Hoyt Sanford Vandenberg, USA
10 June 1946 - 1 May 1947

Rear Admiral Roscoe Henry Hillenkoetter, USN
1 May 1947 - 7 October 1950

Lieutenant General (later General)
Walter Bedell Smith, USA
7 October 1950 - 9 February 1953

Allen Welsh Dulles
26 February 1953 - 29 November 1961

John Alex McCone
29 November 1961 - 28 April 1965

Vice Admiral William Francis Raborn, Jr., USN (Ret.)
28 April 1965 - 30 June 1966

Richard McGarrah Helms
30 June 1966 -

2. Deputy Directors of Central Intelligence

Kingman Douglass
1 February 1946 - 11 July 1946

Brigadier General (later Major General)
Edwin Kennedy Wright, USA
July 1946 - 10 March 1949

William Harding Jackson
2 October 1950 - 3 August 1951

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Allen Welsh Dulles
23 August 1951 - 26 February 1953
(also served as Deputy Director for Plans
4 January 1951 - 23 August 1951)

Lieutenant General (later General)
Charles Pearre Cabell, USAF
23 April 1953 - 31 January 1962

Lieutenant General Marshall Sylvester Carter, USA
3 April 1962 - 28 April 1965

Richard McGarrah Helms
28 April 1965 - 30 June 1966
(also served as Deputy Director for Plans
17 February 1962 - 28 April 1965)

Vice Admiral Rufus L. Taylor, USN
13 October 1966 - 1 February 1969

Lieutenant General Robert E. Cushman, Jr., USMC
17 April 1969 -

3. Deputy Directors

Deputy Director (Administration) (DD/A)
(established 1 December 1950)

Murray McConnel
1 December 1950 - 31 March 1951

Walter R. Wolf
1 April 1951 - 30 June 1953

Lawrence K. White
1 July 1953 - 3 February 1955

Deputy Director for Intelligence (DDI)
(established 2 January 1952)

Loftus E. Becker
1 January 1952 - 23 February 1953

Robert Amory, Jr.
23 February 1953 - 30 March 1962

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Huntington Sheldon (Acting)
30 March 1962 - 23 April 1962

Ray S. Cline
23 April 1962 - 17 January 1966

R. Jack Smith
17 January 1966 -

Deputy Director for Operations (DD/O)
(established 1 December 1950)

Allen W. Dulles
1 December 1950 - 4 January 1951

Deputy Director for Plans (DDP)
(established 4 January 1951)

Allen W. Dulles
4 January 1951 - 23 August 1951

Frank G. Wisner
23 August 1951 - 1 January 1959

Richard M. Bissell, Jr.
1 January 1959 - 17 February 1962

Richard M. Helms
17 February 1962 - 28 April 1965

Desmond FitzGerald
28 April 1965 - 23 July 1967

Thomas H. Karamessines
23 July 1967 -

Deputy Director for Research (DD/R)
(established 19 February 1962)

Herbert Scoville, Jr.
19 February 1962 - 15 June 1963

Colonel Edward B. Giller, USAF (Acting)
15 June 1963 - 5 August 1963

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Deputy Director for Support (DDS)
(established 3 February 1955)

Lawrence K. White
3 February 1955 - 5 July 1965

Robert L. Bannerman
5 July 1965 -

Deputy Director for Science and Technology (DDS&T)
(established 5 August 1963)

Albert D. Wheelon
5 August 1963 - 26 September 1966

Carl E. Duckett
20 April 1967 -

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HISTORICAL DOCUMENTS: A CHECKLIST

The following types of documents (or records in any other form) should be exempted from record purges except as individual documents are duplicated and accessible in other holdings.

A. Policies

1. Documents showing the development of policy, including planning stages, draft plans, deliberations, agreements and dissents, decision, and follow-up.

2. All other policy papers.

B. Organization

1. Establishment and termination of components.

2. Tables of Organization, and changes thereof.

3. Organizational charts.

4. Key assignments of personnel.

5. Office evolution reports.

C. Responsibilities

1. Legislation--proposed, effected, or repealed.

2. Statements of function.

3. Lists of objectives or priorities.

4. Command decisions; action directives.

5. Statements of operational requirements.

6. Standing instructions.

7. Operational programs.

8. Mission directives.

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D. Agreements

1. Coordinated plans, effected or aborted.

2. Inter-Agency agreements and records of dissent.

3. Liaison protocols.

E. Progress Reports

1. Annual and other periodic activity reports and program evaluations, including supporting documents, significantly revised drafts, sanitized versions, and follow-up or updating papers.

2. One-time postmortems, validity studies, after-action investigations, administrative post-audits, inspection reports, and other surveys, including supporting documents and follow-up.

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